

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: South-side Region
 Period: Jul-04

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase I					
(3)Phase I service request letters	Dinwiddie			1.75	FU/Draft/Sign/Mail
(5)T/C w/Denise	Dinwiddie			0.25	Re: Alltel non-disclosure agreement
(8)T/Cs Correspondence w/all Stakeholders	Dinwiddie			7.5	Tower info/verification/Boundary verification
(10)TCS/Intrado PSAP Survey Questions	Dinwiddie			6	Complete/Copy/Sign/Fax/Mail
(10)T/C w/Denise	Dinwiddie			0.25	Re: Mapping/CAD install timelines
(10)Logged new Sprint tower	Dinwiddie			2.5	Location/Long/Lat/Conversions
(1)T/C w/Gerry Spates	Farmville			0.25	Re: 10.34% funding for CPE
(8)T/Cs Correspondence w/all Stakeholders	Farmville			1	Re: Verification of Verizons traffic plan
(10)Correspondence w/Karl Geotina - TCS	Halifax			0.25	Re: Profile/drive test
(10)Correspondence w/Allen	Halifax			0.25	Re: USCC Phase I testing
(10)Correspondence w/Jill Stringham - Alltel	Halifax			0.25	Re: Drive test F/U
(13)Re-issue of Phase I training manual	Halifax			2.5	Assemble manual
(14)T/C w/Jill - Alltel	Halifax			0.25	FU re: Drive test paperwork
(8)Research tower info	Nottoway			1	For Triton verification
(10)Correspondence w/Aston Cole/Stakeholders	Nottoway			1.5	Re: Phase I testing
(10)Correspondence w/Gloria	Nottoway			1	Re: TCS routing approval
(10)Research Utility tax	Nottoway			0.75	Re: Tax on cell phones
(10)Coordinate documentation	Region			1	Re: PSAP Phase I issues
Phase II					
(1)T/Cs w/Bruce Almarode re: Mapping	Amelia			1	GeoComm contract/Hardware/
(3)Review Intrado Boundary map	Amelia			1.25	FU/Verify/Correct
(8)T/Cs Correspondence w/Bruce/Intrado	Amelia			1.5	Re: Call Routing/Boundary Map verification
(8)T/C w/TCS re: new tower #196	Amelia			0.25	Verizon in Stewartsville
(1)T/C w/David Clary	Brunswick			0.25	Re: remaining Mapping/GIS issues
(10)TCS/Intrado PSAP Survey Questions	Brunswick			1.75	Complete/Copy/Sign/Fax/Mail
(10)T/Cs Correspondence w/Leslie re: Sprint	Brunswick			3.75	Tower info/Testing/Traffic plans/Routing
(10)T/Cs Correspondence w/Stakeholders	Brunswick			3.5	Coordinate Sprint Phase II test
(14)T/Cs Correspondence w/Stakeholders	Brunswick			1	Re: Testing date/time
(14)On-site for Phase II testing	Brunswick			8	Complete/Follow up with Sprint Phase II testing

(3)Phase II service request letter	Charlotte			1	Draft/Sign/Mail
(10)Correspondence w/Stephanie/Lisa	Charlotte			0.5	Re: USCC Towers/155 Sector
(10)On-site visit w/Lisa	Charlotte			0.5	Re: Status/updates
(10)TCS/Intrado PSAP Survey Questions	Charlotte			1.75	Complete/Copy/Sign/Fax/Mail
(1)T/Cs Correspondence w/Aaron/Chris - MSAG	Cumberland			1.25	Re: Resolution to training issues
(3)Phase II service request letter	Cumberland			1	Draft/Sign/Mail
(5)Correspondence w/Aaron	Cumberland			1.25	Review MSAG Contract/Note Changes
(7)Correspondence w/Aaron	Cumberland			0.25	Re: ALI upgrade/Parameter changes
(10)Correspondence w/Aaron	Cumberland			1.25	F/U re: MSAG Installation/Training
(10)TCS/Intrado PSAP Survey Questions	Cumberland			0.25	Complete/Copy/Sign/Fax/Mail
(10)Follow up w/Aaron	Cumberland			2.25	Remaining tasks that need monitoring
(15)T/C correspondence w/Aaron	Cumberland			1	Re: True-up/review of call report
(5)T/C w/Gilbert/Gerry	Farmville			0.25	Review InterAct Contract/Note Changes
(10)On-site visit w/Allen	Halifax			1.5	Re: Status/updates
(1)T/Cs Correspondence On-site w/Stakeholders	Mecklenburg			7	Re: Mapping interface issues
(5)Draft Contract agreement	Mecklenburg			1	For MSAG/County
(8)T/C w/Linda Cage	Mecklenburg			0.5	Re: Tower Verification
(10)T/Cs Correspondence w/Linda	Mecklenburg			2	Re: Address Corrections/Routing/Traffic plans
(10)Correspondence w/Linda	Mecklenburg			1	Re: Training during Regional Meeting/remaining task
(10)On-site visit w/Linda	Mecklenburg			2	Re: Status/updates
(10)T/Cs Correspondence w/Stakeholders	Mecklenburg			2.25	Coordinate Sprint Phase II test
(1)Phase II Mapping RFP	Nottoway			5.75	RFP comparison report for BOS
(10)Review Traffic Plans	Nottoway			1	Re: Routing info
(10)Correspondence w/Ned Awad	Nottoway			0.25	Re: requested information
(10)Coordinate documentation	Nottoway			1	Prepare for Phase II
(10)T/C w/Kelly - Sprint	Nottoway			0.25	Re: Cost for live connection access
(1)Mapping updates/Plan of Action	Region			1.75	Regional review
(1)Correspondence w/Paul Fleshood	Region			0.25	Re: Mapping/ALI issues
(10)Coordinate documentation	Region			7.5	Re: PSAP Phase II issues
(10)Review info sent from Verizon	Region			0.25	ESIF packet
(10)Planning meetings	Region			3.5	Status/updates/tasking
(10)Review Tasking	Region			2.75	For Phase II Implementation
(10)F/U w/Stakeholders re: Needs	Region			1.5	Re: Sprint Phase II testing
(10)Prep on on-site visits	Region			2	W/Charlotte/Halifax/Mecklenburg
(10)T/Cs Correspondence w/WSPs	Region			0.5	Re: Updates/Status/Procedures/Schedules
(10)Intrado/TCS PSAP Survey Questions	Region			2	Complete/Copy/Sign/Fax/Mail
(10)Update Deployed tower matrix	Region			0.25	With most current updates/changes
(10)Update Quick Reference Report	Region			3	With most current updates/changes
(10)Update WSPs/Vendor/PSAP Contact Sheet	Region			1.25	With most current updates/changes
(10)Update Service Request Tracker	Region			0.5	With most current updates/changes
(10)Update Wireless Board Summary Report	Region			4	With most current updates/changes
(10)Update Phase II tasking list	Region			1	With most current updates/changes
(10)Weekly Contact Calls	Region			5.25	Prepare/Conduct/Follow up
(11)Southside Regional Meeting	Region			3.25	Prepare/Notify/Conduct/Follow up

